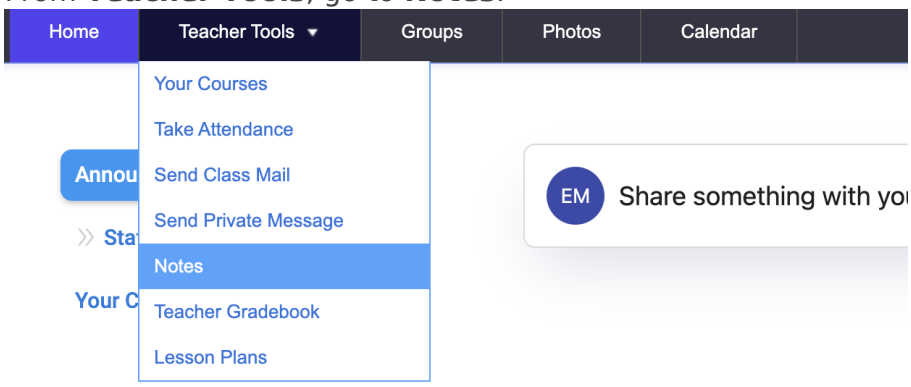
Logging Parent Phone Calls (Notes)

All parent phone calls are to be recorded in ParentLocker's Notes.

1. From **Teacher Tools**, go to **Notes**.



2. Click **+ New Note** in the top-right corner.
AD_4nXcescsaARPvPnUXhYAoFE9gx5D6DzaXm_ybGE-n1lWiKynDSZUPqJ9flkMWBrVltvr

3. Choose a **Category** (i.e. Parent Contact) and then a **Subcategory** (i.e. Phone).
AD_4nXcqskdrVP0NqRgRgZ4NfKHn-LyWd83-FSwhjxlNf4PrUta2BcKJ-YPOCEWP6XFS9K1M0

4. Choose a **Status**. If it requires a follow-up or admin escalation, leave it Open. Otherwise, choose Closed.
AD_4nXd3XohXoQ4Y1fZjHo2h5YRCSDKyiH5TKU2TUC4qipU5WN4bD9aPxJfMMARNc9FOCC

5. Give the note a **Title** (i.e. Phone call with Mom 8/30/24).
AD_4nXfYYa9IGVD0a6A64vl-jDSiw7Quag5mDI7_RBNFX0Rn9RtoTAVUDxO8DSio7589pzMuN

6. Enter the **Date** and **Time** of the phone call.
AD_4nXfoL0V0641zfQ_Co61JjpFnzBpavS0uNergSkJt7_Pyu1217AAsBMkTzpOsMSH4y0c9HC

7. Start typing in the names of the **Students** this note pertains to. It can be one or more students.
AD_4nXcQ1Xtm9SsjjIIfw1HAVAuoZ5p-9Vzrfm9AoYMzHqAaUanCO0YQil4Z00sA5Ux6MIbHD_a

8. Write a **Summary**.
AD_4nXd-cHkniEsExxr1_zgBYc2PsoJ3o743SuGpO1pYeNiG06_jC9-mrjkHISVo2aaSZXAcpdoN

9. Skip these fields.
AD_4nXc0jII0tfKckDLWifFGQtF1RHoCBCEX3k_yQcaaURDioVkBwVK1P9ay0_6RUj0PtWY1jZs

10. If you need to add another teacher or coach to the note, type in their name in the **Staff Reviewers** box.
AD_4nXfrH_fHhm070wDGO2kmRty1SQXRrYFRiLSFcK5O9TKUokkdLVda2Kzyd-4HT5aDkbHy

11. Scroll down to the bottom and **Save** the note.
AD_4nXcIL6jW8e5FWzAn3k0gKWEBQ7I8GFvRTc8aqj2cku0yxcsD

Revision #2
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